

SACE electronic examinations (e-exams)

Language keyboard options for Windows devices

This document outlines the keyboards that students can use when responding in language e-exams, and explains how to install a keyboard on a Windows device.

In addition to the standard US keyboard, there are three supported language keyboards:

- the SACE on-screen keyboard (already installed) – *recommended option*
- the US International keyboard (requires installation)
- a 'country of origin' language keyboard – French, German, Italian, or Spanish (requires installation).

*Students who wish to use the SACE on-screen keyboard **do not need to install or configure anything.***

Students who wish to use the US International keyboard or a country of origin keyboard must:

- install and configure the keyboard on their device, **before the day of the e-exam**. The keyboard cannot be installed or configured once the e-exam has commenced, due to the locked-down examination browser
- add the preferred keyboard layouts on their device
- ensure that only one keyboard per language is installed and configured on their device
 - for example, *only* the French (France) keyboard, not the French (France) keyboard *and* the French (US International) keyboard
 - have only one keyboard for English-language entry
- practise using their preferred keyboard, noting that changing the keyboard layout will reconfigure the actions of some of the keys. Therefore depending on the student's settings, the keys on their keyboard will output a different character to the one that is printed on the top of the key
- use and become familiar with the SACE on-screen keyboard throughout the year, in case the installed language keyboard does not work as expected during the e-exam.

SACE on-screen keyboard

The SACE on-screen keyboard is already installed and available. It is the default keyboard, unless the student has installed a different language keyboard prior to the day of the e-exam.

This keyboard is:

- the recommended language keyboard option for the majority of students
- very user-friendly and time-efficient to use during the e-exam
 - it displays and contains all of the language-specific characters, accents, and punctuation
 - students do not need to refer to a table or to press combinations of keys when producing these characters.

To learn how to use the SACE on-screen keyboard during an e-exam, refer to the user guides for French, German, Italian, and Spanish.

US International keyboard

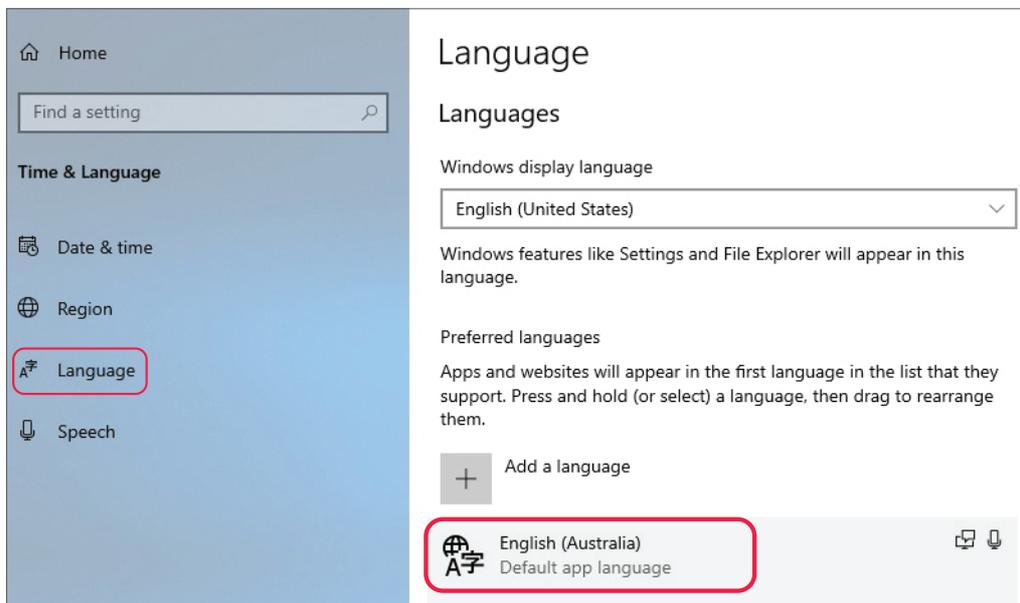
The US International keyboard:

- is based on the QWERTY keyboard layout that is commonly used in Australia
- allows students to type *both* in English *and* in language without changing language keyboards
- is the preferred of the two additional keyboard options.

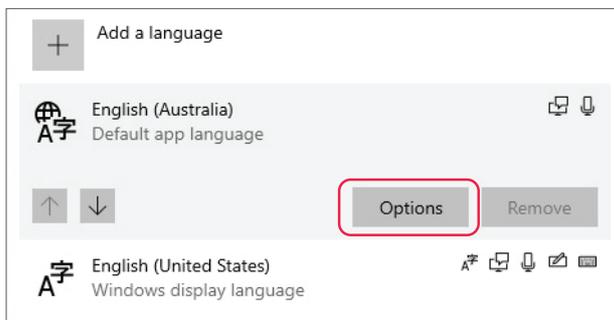
Installing the US International keyboard on a Windows device

Note: this is just one method that can be followed. Students should use the method that they are familiar with.

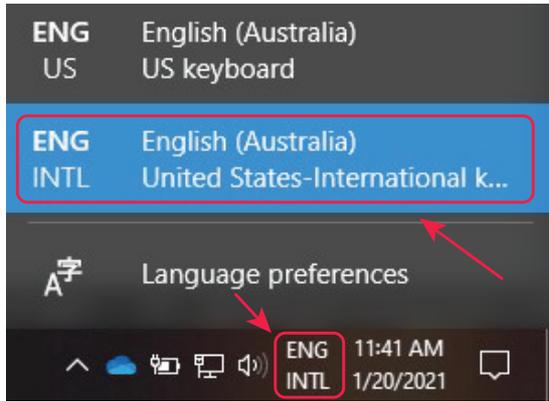
1. Click on the **Start/Windows icon** button.
2. Select **Settings**, or type **keyboard** in the search function.
3. Click on **Time & Language**.
4. Under the Time & Language menu, select **Language** in the left-hand panel.
5. Under Preferred Languages on the right-hand panel, select the device default language (e.g. English (Australia)).



6. The Default language menu will expand. Click on **Options**, as shown below:



7. Scroll down the list. Under **Keyboard**, click on **+ Add a Keyboard**.
8. Select **United States – International (QWERTY)**.
9. Close the menu.
10. Verify that the language preferences on the bottom task bar have updated, as shown below:



To learn how to use the US International keyboard during an e-exam, refer to the user guides for French, German, Italian, and Spanish.

Country of origin keyboard

A country of origin keyboard requires students to toggle between two language keyboards (e.g. the English keyboard and the French keyboard).

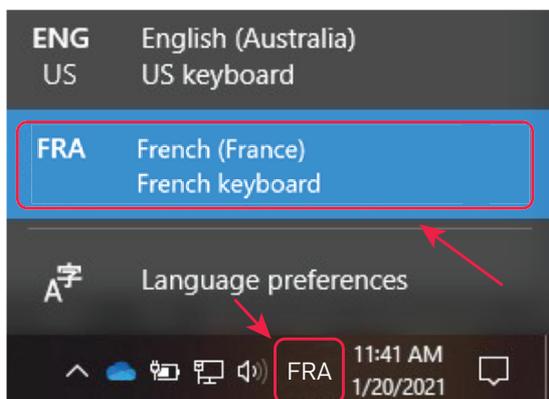
Installing a country of origin keyboard on a Windows device

Note: this is just one method that can be followed. Students should use the method that they are familiar with.

1. Click on the **Start/Windows** icon button.
2. Select **Settings**, or type **keyboard** in the search function.
3. Click on **Time & Language**.
4. Under the Time & Language menu, select **Language** in the left-hand panel.
5. Click on  .
6. Search for the language (e.g. French) and select the supported keyboard from the options below:

French	German	Italian	Spanish
French (France)	German (Germany)	Italian (Italy)	Spanish (Spain)

7. Click on **Next**.
8. Click on **Install**.
9. Close the menu.
10. Verify that the language keyboard on the bottom task bar has updated, as shown below.



To learn how to use a country of origin keyboard during an e-exam, refer to the user guides for French, German, Italian, and Spanish.